

Kings County

Occupational Outlook 1995

A Product of:

The California Cooperative Occupational Information System

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INTRODUCTION

Welcome to the first Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). It is produced through a partnership between the Kings County Job Training Office and the Labor Market Information Division of the California Employment Development Department.

This publication includes detailed occupational profiles for 21 occupations found in the Kings County labor market. The profiles were developed based upon extensive surveys with several hundred local employers during 1995. The research methods and sample questionnaire are contained in the appendix. The occupations surveyed were selected for study based upon a variety of criteria, including input from local employers and economic development professionals.

USING THE OCCUPATIONAL OUTLOOK REPORT

Before You Begin...

Each occupational outlook profile is presented on a one page format as outlined below. The data is based on local employer surveys outlined in the Research Methods section of this report. The occupations in this report were surveyed from August, 1995 to February, 1996.

➤ *Tip: Keep in mind that occupational information reflects a "snapshot in time" and that new information (since the data was collected) may need to be considered.*

Occupational Titles and Definition

Unless otherwise indicated, the titles and definitions used for the Occupational Summaries are from the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics.

Wages ♦ Work Patterns ♦ Benefits

Wage ranges and median wages are provided at three levels of skill and experience. Earnings information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. The data is not intended to represent official prevailing wages. Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Benefits typically provided by employers are listed. The following definitions are used:

- Entry Level/No Experience: Wages paid to persons trained or untrained but without paid experience in the occupation.
- Experienced/New to Firm: Wages paid to journey-level or experienced persons just starting at the firm.
- 3+ years Experience with Firm: Wages generally paid to persons with more than three years' journey-level experience at the firm.

➤ *Tips:*

1. Employers usually have waiting or probationary periods before medical insurance goes into effect.
2. The employee's cost and coverage of medical insurance varies considerably from employer to employer.

Employment Trends

The information in this section includes:

1. **Supply-Demand:** The degree of difficulty employers have finding qualified applicants, and the percentage of job openings resulting from employee turnover. Employers were asked to rate the difficulty they had finding qualified applicants for entry-level (inexperienced) and experienced positions in the occupation. The following terms are used to describe the difficulty in finding applicants.
 - **Great Difficulty:** Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.
 - **Some Difficulty:** Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

- **Little Difficulty:** Worker supply is somewhat greater than demand for qualified applicants and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.
- **No Difficulty:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

When reference is made to Most, Many, Some or Few, the following guidelines apply:

Most	=	over 50%
Many	=	35-49%
Some	=	10-34%
Few	=	Less than 10%

2. Occupational Forecast: Occupation size describes the relative size of the occupation in Kings County using the following guidelines:

Small	=	37 or fewer employees
Medium	=	38 through 75 employees
Large	=	76 through 164 employees
Very Large	=	165 or more employees

3. Projected Growth: The projected number of annual job openings due to a net increase in occupation size. Net gain equals new jobs created minus jobs lost. The following guidelines were used to categorize growth:

Much Faster than Average	=	12.5% or more growth
Faster than Average	=	8.91% through 12.14%
Average	=	7.29% through 8.90%
Slower than Average	=	7.28% to 0.05%
No Significant Change	=	0.00% + or -
Slow Decline	=	0.01 or less

➤Tips:

1. A “stable” or “slow decline” projection should not necessarily discourage the job seeker, especially if the applicant is well trained with the needed skills and well prepared for the job search process. However, an occupation which projects “faster than average” growth, with a significant increase in the number of new jobs may present better opportunity for the entry level job seeker.

Occupational Access and Mobility

This section presents information on the methods employers use to recruit applicants.

Education, Training and Experience

This section includes the education level of most “recent hires” and the type of experience and/or training sought by employers.

➤Tips:

1. *Experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the “right” applicant;*
2. *Full-time positions are often filled by promoting part-time (or temporary) employees.*

Job Skills

Indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. Employers are surveyed as to the relative importance of about 25 qualifications "for job entry". The survey responses are averaged and weighted by the number of employees. The qualifications that rank in the top third of a three-point scale are presented as "very important".

Questions regarding the data in this report or requests for additional copies should be directed to:

**Kings County Job Training Office
Kings County Government Center
Hanford, CA 93230
Phone (209) 582-9213
FAX (209) 584-8947**

ACCOUNTANTS AND AUDITORS

ACCOUNTANTS and AUDITORS examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing, or advising on, systems of recording costs or other financial and budgetary data.



OES Code: 211140

Dot Code: 160.162-018

7 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Experienced/New To Firm:

3+ Years Experience With Firm:

Most employees work full-time.

Range

\$ 7.00-12.23

\$ 8.00-16.78

\$ 10.00-16.78

Median

\$ 9.78

\$ 11.87

\$ 14.38

BENEFITS

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Paid Sick Leave

Paid Vacation

Retirement Plan

Child Care

Full-time Employees

6/7 86%

3/7 43%

4/7 57%

5/7 71%

5/7 71%

5/7 71%

3/7 43%

0/7 0%

Part-time Employees

1/7 14%

1/7 14%

1/7 14%

1/7 14%

2/7 29%

2/7 29%

0/7 0%

0/7 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported it was very difficult to find experienced applicants in this field. Employers also reported some difficulty in finding inexperienced applicants. Most new job opportunities last year resulted from employee turnover. Most firms expect employment in this occupation to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Large

Projected Job Growth Rate: 9.8%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
92	101	9	9

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many of the recently hired Accountants and Auditors have a Bachelor's degree.

EXPERIENCE

Most employers always require previous experience, and will sometimes accept training as a substitute for experience. Employers may seek experience in areas such as bookkeeping, auditing, and accounting.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

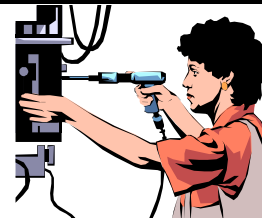
- ♦ Newspaper Ads 57%
- ♦ Employees' Referrals 29%
- ♦ Unsolicited Applicants 43%
- ♦ Public Schools or Program Referrals 29%
- ♦ Employment Development Department 14%
- ♦ In-House Promotions or Transfers 67%
- ♦ Private Employment Agencies 17%
- ♦ Private School Referrals 29%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and spelling, good writing and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to sit continuously for 2 or more hours, the willingness to work overtime, good record keeping and organizational skills, good problem solving skills, the ability to pay attention to detail. The ability to work under pressure and handle crisis situations is also important.

ASSEMBLERS AND FABRICATORS

ASSEMBLERS and FABRICATORS assemble and/or fit together parts to form complete units or sub-assemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This occupation does not include electrical, electronic, machine and precision assemblers, or workers who perform specialized operations exclusively as part of assembly operations.



OES Code: 939500

Dot Code: 733.685-010

6 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.50-8.09

Median

\$ 6.00

Experienced/New To Firm:

\$ 5.50-9.00

\$ 8.02

3+ Years Experience With Firm:

\$ 6.50-11.24

\$ 8.04

Most employees work full-time.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

5/6

83%

0/6

0%

Dental Insurance

3/6

50%

0/6

0%

Vision Insurance

0/6

0%

0/6

0%

Life Insurance

2/6

33%

0/6

0%

Paid Sick Leave

0/6

0%

0/6

0%

Paid Vacation

5/6

83%

0/6

0%

Retirement Plan

3/6

50%

0/6

0%

Child Care

0/6

0%

0/6

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding fully experienced applicants in this field. They also had some difficulty finding inexperienced applicants. Newly created positions accounted for most new job opportunities last year. Most firms expect employment growth in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Large

Projected Job Growth Rate: 8.5%

Annual Job Growth: Average Rate

Occupational Forecast Table:

1992	1999	Change	Separations
75	79	4	8

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Assemblers and Fabricators have a high school degree or equivalent.

EXPERIENCE

Most employers sometimes require previous experience; and will usually accept training as a substitute for such experience. Employers may seek work experience in areas such as manufacturing, packing, or production.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	17%
♦ Employees' Referrals	67%
♦ Unsolicited Applicants	17%
♦ Public Schools or Program Referrals	0%
♦ Employment Development Department	67%
♦ In-House Promotions or Transfers	67%
♦ Private Employment Agencies	17%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: The ability to perform basic mathematical calculations, the ability to work as part of a team, the ability to perform routine tasks, the ability to lift between 10 to 50 pounds, the ability to stand continuously for 2 or more hours, and attention to detail. The willingness to work nights and weekends is also important.

AUTOMOTIVE MECHANICS

AUTOMOTIVE MECHANICS adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. This occupation does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, or Electrical Systems Specialists.



OES Code: 853020

Dot Code: 620.261-010

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.00-11.51

Median

\$ 7.00

Experienced/New To Firm:

\$ 8.00-16.78

\$ 12.50

3+ Years Experience With Firm:

\$ 10.00-21.58

\$ 15.75

Most employees work full-time .

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

8/9 89%

0/9 0%

Dental Insurance

2/9 22%

0/9 0%

Vision Insurance

2/9 22%

0/9 0%

Life Insurance

5/9 56%

0/9 0%

Paid Sick Leave

3/9 33%

0/9 0%

Paid Vacation

7/9 78%

0/9 0%

Retirement Plan

5/9 56%

0/9 0%

Child Care

0/9 0%

0/9 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding both experienced and inexperienced applicants in this field. Most new job opportunities last year resulted from people leaving the firm or from new positions created within the firm. Most firms expect employment in this occupation to grow over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 16.6%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
229	267	38	49

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many of the recently hired Automotive Mechanics have some college but no degree; many also have a high school diploma or equivalent.

EXPERIENCE

All surveyed employers either usually or always require work experience, and sometimes will accept training as a substitute for experience. Employers may seek experience in occupations such as service technician, auto technician, and lube technician.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS

♦ Newspaper Ads	78%
♦ Employees' Referrals	78%
♦ Unsolicited Applicants	33%
♦ Public Schools or Program Referrals	44%
♦ Employment Development Department	33%
♦ In-House Promotions or Transfers	11%
♦ Private Employment Agencies	0%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: The ability to work independently and as part of a team, the ability to lift 10 to 50 pounds, good organizational and time management skills, and possess good problem solving skills. The ability to pay attention to detail is also important.

BILLING, COST, AND RATE CLERKS

BILLING, COST, and RATE CLERKS compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. This occupation does not include workers whose primary duty is the operation of special office machines such as billing, posting, and calculating machines. Also, it does not include workers who calculate charges for passenger transportation.



OES Code: 553440

Dot Code: 214.362-042

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.75-10.83

Median

\$ 7.36

Experienced/New To Firm:

\$ 6.50-11.91

\$ 8.63

3+ Years Experience with Firm:

\$ 7.04-11.51

\$ 8.99

Most employees work full-time. 11% of responding firms are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

8/9 89%

5/9 56%

Dental Insurance

7/9 78%

4/9 44%

Vision Insurance

6/9 67%

3/9 33%

Life Insurance

6/9 67%

3/9 33%

Paid Sick Leave

8/9 89%

3/9 33%

Paid Vacation

9/9 100%

3/9 33%

Retirement Plan

7/9 78%

2/9 22%

Child Care

0/9 0%

0/9 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding experienced applicants. Most employers reported a little difficulty finding inexperienced applicants. Most new positions were due to employee turnover in the past year. Most firms expect employment growth in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Medium

Projected Job Growth: 0.0%

Annual Job Growth: Remains Stable

Occupational Forecast Table:

1992	1999	Change	Separations
64	64	0	13

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Billing, Cost, and Rate Clerks have a high school degree or equivalent.

EXPERIENCE

Most employers usually require previous experience, and will sometimes accept training as a substitute for such experience. Employers may seek experience in occupations such as billing clerk, secretary, or receptionist.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

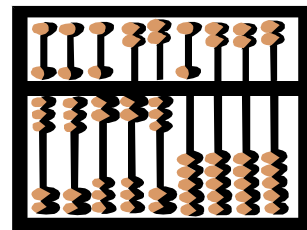
♦ Newspaper Ads	78%
♦ Employees' Referrals	78%
♦ Unsolicited Applicants	33%
♦ Public Schools or Program Referrals	22%
♦ Employment Development Department	22%
♦ In-House Promotions or Transfers	33%
♦ Private Employment Agencies	11%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar, spelling, writing skills, oral communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to sit continuously for 2 or more hours, record keeping skills, attention to detail, organizational, time management, and problem solving skills. The ability to handle crisis and work under pressure is also important.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

BOOKKEEPING, ACCOUNTING, and AUDITING CLERKS, INCLUDING BOOKKEEPERS compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This occupation does not include individuals whose primary duty is operating special office machines.



OES Code: 553380

Dot Code: 210.382-014

10 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.50-10.94

Median

\$ 9.43

Experienced/New To Firm:

\$ 6.50-13.82

\$ 9.63

3+ Years Experience with Firm:

\$ 7.83-17.26

\$ 11.80

Most employees work full-time. 20% of responding firms are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

10/10 100%

1/10 10%

Dental Insurance

8/10 80%

2/10 20%

Vision Insurance

8/10 80%

2/10 20%

Life Insurance

9/10 90%

2/10 20%

Paid Sick Leave

10/10 100%

3/10 30%

Paid Vacation

10/10 100%

3/10 30%

Retirement Plan

8/10 80%

1/10 10%

Child Care

0/10 0%

0/10 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported little difficulty finding experienced applicants. Employers also reported some difficulty finding inexperienced applicants. Most new positions were due to employee turnover in the past year. Most firms expect employment to remain stable in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: -1.4%

Annual Job Growth: Slow Decline

Occupational Forecast Table:

1992	1999	Change	Separations
488	481	-7	61

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers have a high school degree or equivalent. Many of recent hires have some college but no degree.

EXPERIENCE

Most employers always require previous experience, and many will sometimes accept training as a substitute for such experience. Employers may seek work experience in areas such as billing, accounting, and bookkeeping

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

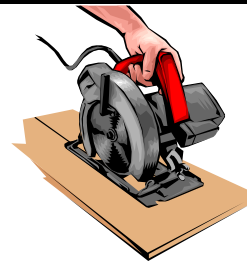
♦ Newspaper Ads	70%
♦ Employees' Referrals	20%
♦ Unsolicited Applicants	10%
♦ Public Schools or Program Referrals	10%
♦ Employment Development Department	30%
♦ In-House Promotions or Transfers	70%
♦ Private Employment Agencies	0%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and spelling, writing skills, oral communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to sit continuously for 2 or more hours, record keeping skills, attention to detail, organizational, time management, and problem solving skills. The ability to handle crisis and work under pressure is also important.

CARPENTERS

CARPENTERS perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. This occupation does not include Cabinet makers and Bench carpenters.



OES Code: 871020

Dot Code: 860.381-022

8 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

	Range	Median
Entry Level/No Experience:	\$ 5.00-11.90	\$ 5.50
Experienced/New To Firm:	\$ 6.00-12.59	\$ 7.00
3+ Years Experience With Firm:	\$ 7.00-12.90	\$ 10.00

Most employees work full-time.

BENEFITS

	Full-time Employees		Part-time Employees	
Medical Insurance	2/8	40%	0/8	0%
Dental Insurance	0/8	0%	0/8	0%
Vision Insurance	0/8	0%	0/8	0%
Life Insurance	1/8	20%	0/8	0%
Paid Sick Leave	1/8	20%	0/8	0%
Paid Vacation	4/8	80%	0/8	0%
Retirement Plan	3/8	60%	0/8	0%
Child Care	0/8	0%	0/8	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Surveyed employers reported it was very difficult finding experienced applicants. Employers also reported some difficulty finding inexperienced applicants. Most new job opportunities last year resulted from temporary employment and new positions being created. Most firms expect employment in this occupation to decline over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Large

Projected Job Growth Rate: -2.7%

Annual Job Growth: Slow Decline

Occupational Forecast Table:

1992	1999	Change	Separations
112	109	-3	16

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYERS RECRUITMENT METHODS:

♦ Newspaper Ads	38%
♦ Employees' Referrals	63%
♦ Unsolicited Applicants	38%
♦ Public Schools or Program Referrals	25%
♦ Employment Development Department	38%
♦ In-House Promotions or Transfers	13%
♦ Private Employment Agencies	13%
♦ Private School Referrals	13%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Carpenters (92%) have a high school diploma or the equivalent.

EXPERIENCE

Most employers usually require previous experience, and most will sometimes accept training as a substitute for experience. Employers may seek experience in areas such as mill work, carpentry, and laborer helper.

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to lift at least 10 pounds, and good problem solving skills. The ability to pay attention to detail is also important.

CASHIERS

CASHIERS receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.



OES Code: 490230

Dot Code: 211.362-010

12 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 4.25-5.96

Median

\$ 4.50

Experienced/New To Firm:

\$ 4.25-5.96

\$ 4.50

3+ Years Experience with Firm:

\$ 4.50-10.50

\$ 5.38

Most employess work part-time.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

7/12

58%

1/12

8%

Dental Insurance

7/12

58%

1/12

8%

Vision Insurance

6/12

50%

1/12

8%

Life Insurance

6/12

50%

1/12

8%

Paid Sick Leave

7/12

58%

2/12

17%

Paid Vacation

8/12

67%

2/12

17%

Retirement Plan

7/12

58%

1/12

8%

Child Care

0/12

0%

0/12

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported little difficulty finding fully experienced applicants in this field. Employers also reported some difficulty finding inexperienced applicants. Employment growth accounted for 57% of job opportunities in the past year. Most firms expect employment to grow in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 17.5%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
570	670	100	196

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Cashiers have a high school degree or equivalent.

EXPERIENCE

Most employers sometimes or never require previous work experience, and will sometimes or usually accept training as a substitute for experience. Employers may seek work experience in areas such as retail sales, or cashiering.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS

♦ Newspaper Ads	8%
♦ Employees' Referrals	25%
♦ Unsolicited Applicants	83%
♦ Public Schools or Program Referrals	8%
♦ Employment Development Department	8%
♦ In-House Promotions or Transfers	17%
♦ Private Employment Agencies	17%
♦ Private Schools	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, and the ability to perform routine repetitive work. The willingness to work weekends, nights, on-call and part-time is also important.

COMPUTER OPERATORS

COMPUTER OPERATORS monitor and control electronic computers to process business, scientific, engineering, and other data according to operating instructions. They may also control peripheral equipment such as tape or disk drives, or printers. This definition does not include workers who primarily control peripheral equipment.



OES Code: 560110

Dot Code: 213.362-010

6 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 6.00-9.52

Median

\$ 8.27

Experienced/New To Firm:

\$ 6.50-11.18

\$ 9.72

3+ Years Experience with Firm:

\$ 7.50-12.47

\$ 9.08

Most employees work full-time. 20% of responding firms are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

6/6 100%

3/6 50%

Dental Insurance

3/6 50%

3/6 50%

Vision Insurance

3/6 50%

3/6 50%

Life Insurance

5/6 83%

2/6 33%

Paid Sick Leave

3/6 50%

2/6 33%

Paid Vacation

6/6 100%

2/6 33%

Retirement Plan

5/6 83%

2/6 33%

Child Care

0/6 0%

0/6 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding fully experienced applicants in this field. Employers also reported some difficulty finding inexperienced applicants. Employee turnover accounted for most new job opportunities last year. Most firms expect employment growth in this occupation to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Large

Projected Job Growth Rate: -5.0%

Annual Job Growth: Slow Decline

Occupational Forecast Table:

1992	1999	Change	Separations
80	76	-4	14

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Computer Operators have some college, but no degree; some have a high school diploma or the equivalent.

EXPERIENCE

Many employers always require previous experience, and will usually accept training as a substitute for experience. Employers may seek experience in areas such as computer operations, mainframe experience, and office automation.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	83%
♦ Employees' Referrals	50%
♦ Unsolicited Applicants	33%
♦ Public Schools or Program Referrals	83%
♦ Employment Development Department	33%
♦ In-House Promotions or Transfers	67%
♦ Private Employment Agencies	50%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: The ability to perform basic mathematical calculations, oral communication, the ability to work independently and as part of a team, the ability to perform routine tasks, a willingness to work overtime, organizational and time management skills, problem solving skills and attention to detail. Employers would also like Computer Operators to possess skills in word processing, spreadsheet, and database programs.

CORRECTION OFFICERS AND JAILERS

CORRECTION OFFICERS and JAILERS guard inmates in penal and rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend a majority of their time guarding prisoners in county correctional institutions.



OES Code: 630170

Dot Code: 372.667-018

2 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range
\$ 11.07-13.55

Median

\$ 12.31

Experienced/New To Firm:

\$ 13.50-13.55

\$ 13.53

3+ Years Experience With Firm:

\$ 14.38-19.07

\$ 16.73

Most employees work full-time.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

2/2 100%

2/2 100%

Dental Insurance

2/2 100%

2/2 100%

Vision Insurance

2/2 100%

2/2 100%

Life Insurance

0/2 0%

0/2 0%

Paid Sick Leave

2/2 100%

2/2 100%

Paid Vacation

2/2 100%

2/2 100%

Retirement Plan

2/2 100%

2/2 100%

Child Care

0/0 0%

0/2 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Surveyed employers reported it was not difficult finding experienced applicants in this field. Employers reported some difficulty finding inexperienced applicants. Job promotions accounted for 41% of new job opportunities last year. Employment in this occupation is expected to grow over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 13.7%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
1,413	1,607	194	104

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Correction Officers and Jailers have a high school diploma or equivalent.

EXPERIENCE

Most of the employers do not require work experience and most will sometimes accept training as a substitute for experience.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS

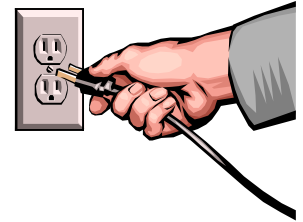
- | | |
|---------------------------------------|------|
| ♦ Newspaper Ads | 50% |
| ♦ Employees' Referrals | 50% |
| ♦ Unsolicited Applicants | 100% |
| ♦ Public Schools or Program Referrals | 0% |
| ♦ Employment Development Department | 50% |
| ♦ In-House Promotions or Transfers | 0% |
| ♦ Private Employment Agencies | 0% |
| ♦ Private School Referrals | 0% |

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good written and verbal communication, the ability to work independently and as part of a team, the ability to perform routine work, the ability to pass a pre-employment medical exam, the ability to lift 10 to 100 pounds, the ability to do physically demanding work, the ability to stand continuously for 2 or more hours, the willingness to participate in drug testing, good organizational and time management skills, good problem solving skills, and the ability to pay attention to detail. A willingness to work nights, weekends, on-call and overtime is also important.

ELECTRICIANS

ELECTRICIANS install, maintain, and repair wiring, electrical equipment, and fixtures. They ensure that work is completed in accordance with applicable codes. This occupational definition includes Protective Signal Installers and Repairers and Street Light Servicers.



OES Code: 872020

Dot Codes: 824.681-010, 806.381-062

6 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.00-15.37

Median

\$ 8.32

Experienced/New To Firm:

\$ 6.00-17.26

\$ 13.96

3+ Years Experience with Firm:

\$ 10.00-17.26

\$ 11.42

Most employees work full-time.

BENEFITS

Full-time Employees

Medical Insurance

6/7 86%

Part-time Employees

3/6 50%

Dental Insurance

4/7 57%

3/6 50%

Vision Insurance

3/7 43%

3/6 50%

Life Insurance

5/7 73%

2/6 33%

Paid Sick Leave

2/7 29%

2/6 33%

Paid Vacation

5/7 73%

2/6 33%

Retirement Plan

5/7 73%

2/6 33%

Child Care

0/7 0%

0/6 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers reported some difficulty finding fully experienced applicants. Employers also reported some difficulty finding inexperienced applicants. Turnover accounted for 100% of new job opportunities last year. Most firms expect employment growth in this occupation to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth for Kings County is 8.1%.

Size: Large

Projected Job Growth: 6.0%

Annual Job Growth: Slower Than Average

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All recently hired Electricians have a high school diploma or the equivalent

EXPERIENCE

Most employers always require previous experience, and will sometimes accept training as a substitute for such experience. Employers may seek work experience in areas such as journeyman electrician, and electrician's helper.

Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
83	88	5	11

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	57%
♦ Employees' Referrals	57%
♦ Unsolicited Applicants	28%
♦ Public Schools or Program Referrals	14%
♦ Employment Development Department	43%
♦ In-House Promotions or Transfers	43%
♦ Private Employment Agencies	0%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: The ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to lift 10 to 50 pounds, the ability to stand continuously for 2 or more hours, a willingness to work overtime, a willingness to participate in drug testing, problem solving skills, and attention to detail. Other qualifications may include ability to work under pressure and to follow safety procedures.

FARM EQUIPMENT OPERATORS

FARM EQUIPMENT OPERATORS drive and control farm equipment to till and to plant, cultivate, and harvest crops.



OES Code: 790210

Dot Codes: 409.683-010

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

	Range	Median
Entry Level/No Experience:	\$ 4.50-6.50	\$ 4.75
Experienced/New To Firm:	\$ 4.65-6.50	\$ 5.00
3+ Years Experience with Firm:	\$ 5.00-7.00	\$ 6.00

Most employees work full-time.

BENEFITS

	Full-time Employees		Part-time Employees	
Medical Insurance	4/9	44%	0/9	0%
Dental Insurance	1/9	11%	0/9	0%
Vision Insurance	1/9	11%	0/9	0%
Life Insurance	3/9	33%	0/9	0%
Paid Sick Leave	0/9	0%	0/9	0%
Paid Vacation	2/9	22%	0/9	0%
Retirement Plan	1/9	11%	0/9	0%
Child Care	0/9	0%	0/9	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding experienced applicants. Employers also reported a little difficulty finding inexperienced applicants. Employment of temporary positions accounted for most new job opportunities last year. Most firms expect employment in this field to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth: Not available

Annual Job Growth: Remains Stable

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Farm Equipment Operators have less than a high school education; many have a high school diploma or equivalent.

EXPERIENCE

Most employers always require previous experience, and will sometimes accept training as a substitute for work experience. Employers look for experience in occupations such as tractor drivers, harvester drivers, and equipment operators.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	0%
♦ Employees' Referrals	78%
♦ Unsolicited Applicants	56%
♦ Public Schools or Program Referrals	0%
♦ Employment Development Department	22%
♦ In-House Promotions or Transfers	22%
♦ Private Employment Agencies	0%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: The ability to work independently and as part of a team, the ability to perform routine tasks, pass a pre-employment medical exam, the ability to lift 10 to 50 pounds, the ability to sit or stand continuously for 2 or more hours, a willingness to work overtime and on weekends, a willingness to participate in drug testing, the ability to pay attention to detail. Surveyed employers found it desirable that applicants have bilingual communication skills.

GENERAL OFFICE CLERKS

GENERAL OFFICE CLERKS perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. This occupation does not include workers whose duties are narrowly defined.



OES Code: 553470

Dot Code: 209.562-010

14 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

	Range	Median
Entry Level/No Experience:	\$ 4.25-8.01	\$ 6.65
Experienced/New To Firm:	\$ 5.00-9.15	\$ 7.82
3+ Years Experience with Firm:	\$ 6.50-10.50	\$ 9.14

Most employees work full-time. 29% of responding firms are unionized.

BENEFITS

	Full-time Employees		Part-time Employees	
Medical Insurance	12/14	86%	1/14	7%
Dental Insurance	11/14	79%	1/14	7%
Vision Insurance	9/14	64%	1/14	7%
Life Insurance	9/14	64%	0/14	0%
Paid Sick Leave	12/14	86%	4/14	29%
Paid Vacation	12/14	86%	4/14	29%
Retirement Plan	12/14	86%	2/14	14%
Child Care	1/14	7%	0/14	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported it was a little difficult to find experienced applicants in this field. Employers reported some difficulty finding inexperienced applicants. Employee turnover accounted for new job opportunities last year. Most firms expect employment in this occupation to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 7.3%

Annual Job Growth: Average Rate

Occupational Forecast Table:

1992	1999	Change	Separations
796	854	58	103

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired General Office Clerks have a high school diploma or the equivalent. Few have some college but no degree. Most of employers require training in computer software such as spreadsheets, word processing, and database programs.

EXPERIENCE

Most employers usually require previous experience, and will sometimes accept training as a substitute for experience. Employers may seek experience in occupations such as clerk typist, receptionist, and office clerk.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

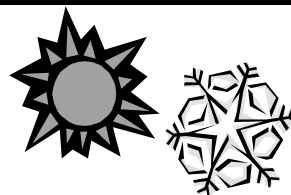
♦ Newspaper Ads	86%
♦ Employees' Referrals	43%
♦ Unsolicited Applicants	21%
♦ Public Schools or Program Referrals	14%
♦ Employment Development Department	21%
♦ In-House Promotions or Transfers	29%
♦ Private Employment Agencies	14%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English and spelling skills, good written and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to sit continuously for 2 or more hours, good organizational and time management skills, good record keeping skills, good problem solving skills, and attention to detail. Other qualifications may include the ability to work under pressure and handle crisis situations.

HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS AND INSTALLERS

HEATING, AIR CONDITIONING, and REFRIGERATION MECHANICS and INSTALLERS install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. This occupation does not include workers who do only plumbing and pipe fitting work.



OES Code: 859020

Dot Code: 637.261-034

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

	Range	Median
Entry Level/No Experience:	\$ 4.25-12.59	\$ 6.00
Experienced/New To Firm:	\$ 8.00-15.00	\$ 10.00
3+ Years Experience with Firm:	\$ 12.00-20.00	\$ 13.64

Most employees work full-time.

BENEFITS

	Full-time Employees		Part-time Employees	
Medical Insurance	7/9	78%	0/9	0%
Dental Insurance	2/9	22%	0/9	0%
Vision Insurance	2/9	22%	0/9	0%
Life Insurance	2/9	22%	0/9	0%
Paid Sick Leave	1/9	14%	0/9	0%
Paid Vacation	5/9	56%	0/9	0%
Retirement Plan	2/9	22%	0/9	0%
Child Care	0/9	0%	0/9	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported it is very difficult finding both experienced and inexperienced applicants in this field. New positions in this occupation accounted for most job opportunities in the past year. Most firms expect employment growth in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected growth rate for Kings County is 8.1%.

Size: Medium

Projected Job Growth Rate: 0.0%

Annual Job Growth: Remains Stable

Occupational Forecast Table:

1992	1999	Change	Separations
38	38	0	1

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	89%
♦ Employees' Referrals	67%
♦ Unsolicited Applicants	0%
♦ Public Schools or Program Referrals	33%
♦ Employment Development Department	44%
♦ In-House Promotions or Transfers	44%
♦ Private Employment Agencies	22%
♦ Private School Referrals	22%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All recently hired Heating, Air Conditioning, and Refrigeration Mechanics and Installers have a high school degree or equivalent.

EXPERIENCE

Most employers usually or always require previous experience, and will sometimes accept training as a substitute for such experience. Employers may seek experience in areas such as service, sheet metal, and refrigeration repair.

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and oral communication skills, the ability to work independently and as part of a team, the ability to perform routine tasks, the willingness to work on-call and overtime, attention to detail, problem solving skills, ability to handle crisis situations and work under pressure, and be able to lift at least 10 to 50 pounds. Possessing a good DMV driving record is also important.

HOME HEALTH CARE WORKERS

HOME HEALTH CARE WORKERS care for elderly, convalescent, or disabled persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. This occupational definition includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers



OES Code: 660110

Dot Code: 354.377-014

7 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

	Range	Median
Entry Level/No Experience:	\$ 4.50-7.88	\$ 4.93
Experienced/New Firm:	\$ 5.00-8.67	\$ 6.88
3+ Years Experience with Firm:	\$ 6.85-9.35	\$ 7.00

Most employees work full-time.

BENEFITS

	Full-time Employees		Part-time Employees	
Medical Insurance	5/7	71%	2/7	29%
Dental Insurance	4/7	57%	2/7	29%
Vision Insurance	4/7	57%	2/7	29%
Life Insurance	3/7	43%	2/7	29%
Paid Sick Leave	4/7	57%	3/7	43%
Paid Vacation	5/7	71%	3/7	43%
Retirement Plan	3/7	43%	2/7	29%
Child Care	0/7	0%	0/7	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported little difficulty finding both experienced and inexperienced applicants in this field. Growth in this occupation accounted for most job opportunities in the past year. Most firms expect employment growth in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Small

Projected Job Growth: 38.7%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
31	43	12	3

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Home Health Aides have a high school degree or equivalent. Most firms surveyed require that new hires are Certified Nurse Aides, and have a Home Health Aide Certificate.

EXPERIENCE

Many employers usually require previous experience, and will sometimes accept training as a substitute for such experience. Employers may seek experience in areas such as care providers, certified nurse aides and hospital aides.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	71%
♦ Employee Referrals	57%
♦ Unsolicited Applicants	43%
♦ Public Schools or Program Referrals	43%
♦ Employment Development Department	43%
♦ In-House Promotions or Transfers	29%
♦ Private Employment Agencies	0%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: English grammar and spelling skills, the ability to work independently and as part of a team, oral communication, the ability to pass a pre-employment test, the willingness to work weekends and overtime, organizational and time management skills, attention to detail, problem solving skills, the ability to handle crisis situations, an ability to lift at least 10 to 50 pounds and training in CPR and first aid. Possessing a good DMV driving record is also important.

INSTRUCTIONAL AIDES

INSTRUCTIONAL AIDES work under the direct supervision of classroom teachers to assist the teacher in instructional tasks and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically challenged pupils.



OES Code: 315211

Dot Codes: 099.227-010, 099.327-010

15 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.58-8.28

Median

\$ 6.93

Experienced/New To Firm:

\$ 5.58-8.57

\$ 7.30

3+ Years Experience with Firm:

\$ 6.01-9.45

\$ 8.03

Most employees work part-time. 60% of responding firms are unionized.

BENEFITS

Medical Insurance

Full-time Employees

11/15

73%

Part-time Employees

4/15

27%

Dental Insurance

11/15

73%

6/15

40%

Vision Insurance

11/15

73%

6/15

40%

Life Insurance

7/15

47%

4/15

27%

Paid Sick Leave

10/15

67%

13/15

87%

Paid Vacation

10/15

67%

13/15

87%

Retirement Plan

10/15

67%

9/15

60%

Child Care

0/15

0%

0/15

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employer reported a little difficulty finding fully experienced applicants in this field. Employers had no difficulty finding inexperienced applicants. Employee turnover accounted for most new job opportunities last year. Most firms expect employment growth in this occupation to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 10.3%

Annual Job Growth: Faster Than Average

Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
736	812	76	50

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Instructional Aides have a high school diploma or the equivalent.

EXPERIENCE

Many employers usually require previous experience, and will sometimes accept training as a substitute for experience. Employers may seek work experience in areas such as tutoring, child care, classroom volunteer, and bilingual aide.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	93%
♦ Employees' Referrals	20%
♦ Unsolicited Applicants	27%
♦ Public Schools or Program Referrals	0%
♦ Employment Development Department	20%
♦ In-House Promotions or Transfers	60%
♦ Private Employment Agencies	7%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English and spelling skills, good written and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the importance of multi-cultural familiarity, good organizational and time management skills, good problem solving skills, and attention to detail. Other qualifications may include the ability to handle crisis situations, and training in CPR and first aid.

LICENSED VOCATIONAL NURSES

LICENSED VOCATIONAL NURSES care for ill, injured, convalescent, and disabled persons in hospitals, clinics, private homes, sanitariums, and similar institutions.



OES Code: 325050

Dot Code: 079.374-014

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 8.00-11.51

Median

\$ 9.25

Experienced/New To Firm:

\$ 9.10-13.00

\$ 10.93

3+ Years Experience With Firm:

\$ 10.90-12.68

\$ 11.99

Most employees work full-time.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

8/9 89%

5/9 56%

Dental Insurance

8/9 89%

4/9 44%

Vision Insurance

6/9 67%

3/9 33%

Life Insurance

6/9 67%

3/9 33%

Paid Sick Leave

7/9 78%

4/9 44%

Paid Vacation

8/9 89%

4/9 44%

Retirement Plan

5/9 56%

2/9 22%

Child Care

1/9 11%

1/9 11%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported little difficulty finding experienced applicants in this field. Employers had no difficulty finding inexperienced applicants. Many new job opportunities last year resulted from people leaving the firm. Most firms expect employment in this occupation to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 3.3%

Annual Job Growth: Slower Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
181	187	6	18

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Licensed Vocational Nurses have an Associates Degree.

EXPERIENCE

Most employers require previous experience, and many will sometimes accept training as a substitute for experience. Employers may seek experience in occupations such as Certified Nurse Aide and back office nurse.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

- ♦ Newspaper Ads 78%
- ♦ Employees' Referrals 78%
- ♦ Unsolicited Applicants 33%
- ♦ Public Schools or Program Referrals 0%
- ♦ Employment Development Department 22%
- ♦ In-House Promotions or Transfers 11%
- ♦ Private Employment Agencies 11%
- ♦ Private School Referrals 0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and spelling, good writing and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to pass a pre-employment physical examination, good record keeping skills, good organizational and time management skills, an ability to work effectively under pressure and handle crisis situations, and good problem solving skills. The ability to pay attention to detail is also important.

MAINTENANCE REPAIRERS

MAINTENANCE REPAIRERS perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance is impractical. Their duties may involve pipe fitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.



OES Code: 851320

Dot Codes: 889.381-010, 899.261-014

9 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 6.94-16.70

Median

\$ 10.85

Experienced/New To Firm:

\$ 8.90-19.22

\$ 12.59

3+ Years Experience with Firm:

\$ 10.02-21.88

\$ 12.90

Most employees work full-time. 44% of firms responding are unionized.

BENEFITS

Medical Insurance

Full-time Employees

9/9

100%

Part-time Employees

0/9

0%

Dental Insurance

8/9

89%

1/9

11%

Vision Insurance

7/9

78%

1/9

11%

Life Insurance

6/9

67%

1/9

11%

Paid Sick Leave

8/9

89%

1/9

11%

Paid Vacation

9/9

100%

1/9

11%

Retirement Plan

9/9

100%

1/9

11%

Child Care

0/9

0%

0/9

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding experienced applicants. Employers also reported it was very difficult to find inexperienced applicants. Vacancies created in this occupation over the last year were due to temporary employment or employee turnover. Most firms expect employment in this occupation to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 11.0%

Annual Job Growth: Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
264	293	29	30

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Maintenance Repairers (89%) have a high school diploma or equivalent.

EXPERIENCE

Most employers always require previous experience, and will sometimes accept training as a substitute for work experience. Employers may seek experience in such occupations as maintenance mechanic, electrician, or carpenter.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	89%
♦ Employees' Referrals	44%
♦ Unsolicited Applicants	11%
♦ Public Schools or Program Referrals	11%
♦ Employment Development Department	44%
♦ In-House Promotions or Transfers	89%
♦ Private Employment Agencies	11%
♦ Private School Referrals	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to lift at least 10 pounds, the ability to stand continuously for 2 or more hours, attention to detail, organizational, time management, and problem solving skills. The ability to handle crisis situations and work under pressure is also important.

NURSE AIDES

NURSE AIDES work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. This occupation does not include Psychiatric Aides and Home Health Aides.



OES Code: 660080

Dot Code: 355.674-014

5 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.50-7.04

Median

\$ 6.72

Experienced/New To Firm:

\$ 5.50-8.00

\$ 7.39

3+ Years Experience with Firm:

\$ 5.80-9.00

\$ 7.00

Most employees work full-time. 25% of reporting firms are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance	5/5	100%	4/5	80%
Dental Insurance	5/5	100%	3/5	60%
Vision Insurance	3/5	60%	2/5	40%
Life Insurance	4/5	80%	2/5	40%
Paid Sick Leave	4/5	80%	3/5	60%
Paid Vacation	5/5	100%	3/5	60%
Retirement Plan	3/5	60%	2/5	40%
Child Care	0/5	0%	0/5	0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding experienced applicants in this field. Employers also reported some difficulty finding inexperienced applicants. Employee turnover accounted for most job opportunities in the past year. Most firms expect employment to remain stable in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 5.1%

Annual Job Growth: Slower Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
254	267	13	20

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All of the recently hired Nurse Aides have a high school degree or equivalent.

EXPERIENCE

Most employers usually require previous experience, and many always require previous experience from applicants. All employers will sometimes accept training as a substitute for experience. Employers may seek work experience in areas such Certified Nurse Aide (CNA) or CNA trainee.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	60%
♦ Employees' Referrals	80%
♦ Unsolicited Applicants	40%
♦ Public Schools or Program Referrals	20%
♦ Employment Development Department	20%
♦ In-House Promotions or Transfers	40%
♦ Private Employment Agencies	0%
♦ Private Schools	0%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and spelling skills, the ability to work independently and as part of a team, the ability to pass a pre-employment test, the willingness to work weekends and overtime, organizational and time management skills, good record keeping skills, attention to detail, problem solving skills, the ability to handle crisis situations and work under pressure, and have the ability to lift at least 10 to 50 pounds. Training in CPR and first aid is also important.

SALESPERSONS-RETAIL (EXCEPT VEHICLE SALES)

RETAIL SALESPERSONS sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash, check or credit card, operate a cash register, and make change for the customer. They may stock shelves and setup advertising displays. This occupation does not include workers who are primarily Cashiers.



OES Code: 490112

Dot Code: 279.357-054

14 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 4.25-7.00

Median

\$ 4.30

Experienced/New To Firm:

\$ 4.25-9.00

\$ 4.88

3+ Years Experience with Firm:

\$ 4.85-8.00

\$ 6.00

Most employees work part-time.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

9/14 64%

3/14 21%

Dental Insurance

6/14 64%

3/14 21%

Vision Insurance

3/14 21%

1/14 7%

Life Insurance

5/14 36%

2/14 14%

Paid Sick Leave

9/14 64%

3/14 21%

Paid Vacation

9/14 64%

3/14 21%

Retirement Plan

8/14 57%

3/14 21%

Child Care

0/14 0%

0/14 0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding fully experienced applicants in this field. They also reported a little difficulty finding inexperienced applicants. Temporary positions accounted for 51% of job opportunities in the past year. Some vacancies were due to employee turnover. Most firms expect employment to grow in this occupation over the next three years.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 17.1%

Annual Job Growth: Much Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
926	1,084	158	248

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Salespersons have some college but no degree. Many have a high school diploma or equivalent.

EXPERIENCE

Most employers sometimes or usually require previous work experience and sometimes accept training as a substitute for work experience. Employers may seek work experience in areas such as retail, or cashiering.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS

♦ Newspaper Ads	36%
♦ Employees' Referrals	64%
♦ Unsolicited Applicants	50%
♦ Public Schools or Program Referrals	8%
♦ Employment Development Department	8%
♦ In-House Promotions or Transfers	36%
♦ Private Employment Agencies	29%
♦ Private Schools	7%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English grammar and spelling, good written and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine repetitive work, the ability to stand continuously for 2 or more hours, attention to detail, and good problem solving skills. The willingness to work weekends, nights, on-call and part-time is also important.

SECRETARIES

GENERAL SECRETARIES relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. This occupation does not include Medical or Legal Secretaries.



OES Code: 551080

Dot Code: 201.362-030

14 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.00-11.49

Median

\$ 8.15

Experienced/New To Firm:

\$ 5.50-12.06

\$ 8.46

3+ Years Experience with Firm:

\$ 6.16-13.30

\$ 10.55

Most employees work full-time. 43% of responding firms are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

12/14

86%

0/14

0%

Dental Insurance

9/14

64%

0/14

0%

Vision Insurance

9/14

64%

0/14

0%

Life Insurance

8/14

57%

0/14

0%

Paid Sick Leave

10/14

71%

2/14

14%

Paid Vacation

12/14

86%

2/14

14%

Retirement Plan

8/14

57%

0/14

0%

Child Care

1/14

7%

0/14

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding fully experienced applicants in this field. They also reported some difficulty finding inexperienced applicants. Employee turnover accounted for most new job opportunities last year. Most firms expect employment growth in this occupation to remain stable.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 0.3%

Annual Job Growth: Remains Stable

Occupational Forecast Table:

1992	1999	Change	Separations
396	397	1	60

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Secretaries have a high school diploma or the equivalent. Many have some college but no degree. All employers require training in computer software such as spreadsheets, word processing, and database programs.

EXPERIENCE

Most employers always require previous experience, and many will sometimes accept training as a substitute for experience. Employers may seek experience in such occupations as administrative assistant, receptionist, and office clerk.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	93%
♦ Employees' Referrals	50%
♦ Unsolicited Applicants	21%
♦ Public Schools or Program Referrals	21%
♦ Employment Development Department	50%
♦ In-House Promotions or Transfers	71%
♦ Private Employment Agencies	21%
♦ Private School Referrals	14%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good English and spelling skills, good written and verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, the ability to sit continuously for 2 or more hours, good organizational and time management skills, good problem solving skills, and attention to detail. Other desired traits include the ability to work under pressure and handle crisis situations.

TRUCK DRIVERS-HEAVY OR TRACTOR TRAILER

HEAVY TRACTOR TRAILER TRUCK DRIVERS drive tractor trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.



OES Code: 971020

Dot Codes: 905.663-014

13 Employers Responding

WAGES ♦ WORK PATTERNS ♦ BENEFITS

LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$ 5.96-11.51

Median

\$ 8.00

Experienced/New To Firm:

\$ 5.96-14.00

\$ 8.57

3+ Years Experience with Firm:

\$ 6.44-18.00

\$ 9.00

Most employees work full-time. 8% of firms responding are unionized.

BENEFITS

Full-time Employees

Part-time Employees

Medical Insurance

9/13

69%

0/13

0%

Dental Insurance

5/13

38%

0/13

0%

Vision Insurance

3/13

23%

0/13

0%

Life Insurance

7/13

54%

0/13

0%

Paid Sick Leave

3/13

23%

0/13

0%

Paid Vacation

8/13

62%

0/13

0%

Retirement Plan

3/13

23%

0/13

0%

Child Care

0/13

0%

0/13

0%

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Employers reported it was very difficult to find qualified applicants in this field. Employers also reported some difficulty finding inexperienced applicants. Temporary positions accounted for most new job opportunities last year. Most firms expect employment to grow.

OCCUPATIONAL FORECAST: 1992-1999

The average 1992-99 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 9.0%

Annual Job Growth: Faster Than Average

Occupational Forecast Table:

1992	1999	Change	Separations
434	473	39	51

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most recently hired Truck Drivers have a high school diploma or the equivalent.

EXPERIENCE

Most employers always require previous experience. Many will never accept training as a substitute for work experience. Employers look for experience in occupations such as commercial drivers, truck drivers, and warehouse.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Newspaper Ads	54%
♦ Employees' Referrals	77%
♦ Unsolicited Applicants	54%
♦ Public Schools or Program Referrals	0%
♦ Employment Development Department	46%
♦ In-House Promotions or Transfers	15%
♦ Private Employment Agencies	15%
♦ Private School Referrals	15%

JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: Good communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team, the ability to perform routine tasks, pass a pre-employment medical exam, the ability to lift 10 to 50 pounds, the ability to sit continuously for 2 or more hours, a willingness to work overtime and on weekends, a willingness to participate in drug testing, good problem solving skills, and ability to handle crisis situations. Also crucial to this profession is the possession of a good Department of Motor Vehicles driving record.

◆APPENDIX◆

POSSIBLE USES FOR THIS PUBLICATION

The information in this publication can be used for a wide variety of job search, education and economic development purposes. Some of the possible uses are detailed below:

Career Decisions

Career Development staff and job seekers can make informed occupation and training choices based on skills, abilities, interest, education and personal needs. The local information is easy to read and includes hiring requirements, potential earnings and benefits, employment information including job outlook, and the job skills desired by employers in the occupation.

Curriculum Design

School and training providers can assess and update their curriculum based upon current employer needs and projected labor market trends.

Economic Development

Local government agencies and economic development organizations will find the information on the occupational size, expected growth rates and typical wages and benefit packages useful in determining the potential for business growth and development in the Kings County labor market area.

Human Resources

Business Owners, Managers and Human Resources Departments can use this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business expansion and location purposes.

Research Methods & Sample Questionnaire

Introduction

The California Cooperative Occupational Information System (CCOIS) is a state/local partnership between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies like the Kings County Job Training Office. The LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a local labor market project. The following is an outline of the CCOIS process. For more specific information, please call the Kings County Job Training Office at (209) 582-9213.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to the "users" in the community.

Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations; however, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations.

The following criteria is used by the Kings County Job Training Office to help prioritize possible survey occupations:

1. The occupation should be adequately defined by the Occupational Employment Statistics classification system;
2. The occupation should have a substantial employment base;
3. There should be a substantial number of projected job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) dictionary published by the U.S. Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit, it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office will generally try to use a classification from the Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor. Although research methods remain largely the same, the size and growth of these non-OES occupations are not necessarily as accurate as with standard OES-defined surveys.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not surveyed, a considerable amount of time is invested to ensure that the survey samples are representative. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries (for the survey occupation). In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than the smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are designed by State Labor Market Information Division staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed by JTO staff. After review, a sample of at least 30 employers per occupation (or as many as can be found, if less than 30) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

Employer Survey Procedures

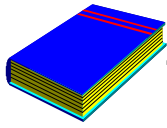
Employer representatives are identified and contacted by telephone and are asked to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form and will not identify any specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry Tabulation, and Summary

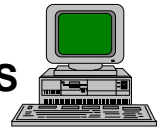
Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the Job Training Office. From those tabulations, the data is analyzed, and draft occupational outlook profiles are prepared by the Job Training Office. The draft profiles and other report materials are then reviewed and approved by LMID Analysts and the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following pages.



TOP TEN OCCUPATIONAL INFORMATION RESOURCES



Projection and Planning Information

PPIs are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook, and occupational projection data. Separate PPIs are published for California, for most of its 58 counties, and for each Metropolitan Statistical Area. PPIs are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at (916) 262-2162.

California Occupational Guides

*The **Guides*** are statewide profiles of specific occupations. Each of the roughly 250 guides available describe an occupation or occupational field and include sections on: working conditions; employment outlook; wages, hours & benefits; entrance requirements; advancement; tips on finding employment; and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, (916) 262-2443. An electronic version entitled *Occupational Profiles* is also available; call (916) 262-2162 for information on how to obtain a copy.

California Occupational Guide Wage Supplement

*The **Wage Supplement*** is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at (916) 262-2162.

Career Guide to Industries

*The **Career Guide to Industries*** is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries, which together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefits, and outlook. The Career Guide to Industries costs approximately \$12, and is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores. Call (213) 239-9844 or (415) 512-2770.

Dictionary of Occupational Titles

The **DOT** is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and work characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation (SVP) time required. The DOT costs approximately \$40 for soft cover or \$50 for hard cover and is produced by the U.S. Department of Labor, Employment and Training Administration. Order from U.S. Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Digest of Licensed Occupations

*The **Digest*** includes information on the 100 or so occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies to facilitate up-to-date information on licensing requirements. The Digest is updated annually and is available from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

Occupational Outlook Handbook

*The **OOH*** includes nationwide profiles of about 250 occupations (or fields) which together, cover 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, and related occupations. The OOH is updated every two years and costs approximately \$17 for soft cover or \$22 for hard cover. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Occupational Outlook Quarterly

*The **Quarterly*** is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two year subscription costs approximately \$10. The Quarterly is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213) 239-9844 or (415) 512-2770.

Occupational Outlook Reports

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes: the nature of the work; projections of size, growth and separations; supply-demand assessment; training, experience and other requirements; employer recruitment methods; and earnings and benefits. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee (COICC). Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. For 1995, the CCOIS includes 31 projects, which together, cover 45 of California's 58 counties. As of 1996, the CCOIS becomes a statewide program with the addition of seven new local project sites.

Training Directories

Training Directories are also products of the California Cooperative Occupational Information System (CCOIS), and are produced by most of the local CCOIS agencies. Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers, and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

Kings County AREA PROFILE

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland crossed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. Kings County is bounded on the north, east, and south by the nation's top three agricultural counties--Fresno, Tulare, and Kern. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk.

Kings County rail transportation is served by a line of the Santa Fe Railway and two branch lines of the Southern Pacific Railroad. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving nonjet aircraft are located near the county's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

Population

Population of Kings County and Selected Cities
1980, 1990, and 1995

Political Subdivisions	1980(a)	1990(b)	1995(c)	Percent change	
				1980 to 1990	1990 to 1995
TOTAL	73,738	101,469	116,300	37.6%	14.6%
Avenal	4,137	9,700	12,100	136.2%	23.8%
Corcoran	6,454	13,364	15,050	107.1%	12.6%
Hanford	20,958	30,897	37,400	47.4%	21.0%
Lemoore	8,832	13,622	15,800	54.2%	16.0%
Balance of County	33,357	33,816	35,950	1.4%	6.3%

(a) Census of Population, April 1, 1980

(b) Census of Population, April 1, 1990

(c) California Department of Finance estimates for January 1, 1995. Parts may not add to total due to independent rounding.

Kings County

Wage and Salary Employment by Industry

(Data not adjusted for seasonality)

Annual Averages 1992-1994

Title	1992	1993	1994
Total, All Industries (1)	29,980	31,500	32,260
Total Farm	6,850	7,830	7,740
Farm Production	4,950	5,020	5,170
Farm Services	1,910	2,810	2,570
Total Non-Farm	23,120	23,670	24,520
Goods Producing	3,830	3,680	3,450
Construction & Mining	990	890	850
Manufacturing	2,840	2,800	2,610
Durable Goods	300	320	360
Nondurable Goods	2,540	2,480	2,250
Food & Kindred Products	1,130	1,240	1,270
Other Nondurable Goods	1,410	1,240	980
Service Producing	19,290	19,990	21,060
Transportation & Public Utilities	760	830	1,150
Transportation	530	610	600
Communications & Public Utilities	230	230	550
Trade	5,830	6,180	6,510
Wholesale Trade	770	830	950
Retail Trade	5,050	5,360	5,570
Food Stores	600	690	760
Eating & Drinking Places	1,660	1,740	1,860
Other Retail Trade	2,800	2,920	2,950
Finance, Insurance & Real Estate	610	600	600
Services	3,820	4,030	4,140
Hotels & Other Lodging Places	70	80	90
Health Services	1,930	2,010	2,090
Other Services	1,830	1,940	1,950
Government	8,280	8,340	8,670
Federal Government	1,260	1,310	1,360
State & Local Government	7,020	7,030	7,320
State Government	2,600	2,620	2,750
Local Government	4,420	4,410	4,570

March 1994 Benchmark